

25 AUG 1978

DD/A Registry  
File *Personnel-16*

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Gambino  
Director of Security

SUBJECT: Safety Training Courses

1. Action Requested: It is requested that you sign the attached letter to the Director, Office of Federal Agency Safety Programs, Department of Labor, requesting that the Occupational Safety and Health Administration's Training Institute conduct two 1-week safety courses.

It is also requested that you sign the attached memorandum to component safety officers and return to the undersigned for distribution by name to the designated component safety officers in the Headquarters area.

2. Background: Executive Order 11807 directs the head of each agency to provide adequate safety and health training for officials at the different management levels, including supervisory employees, employees responsible for conducting safety and health inspections, and other employees.

The Code of Federal Regulations, Part 1960.20, further states that collateral duty safety personnel should be trained, through courses in the basic elements of safety and health planning to organize, plan and implement an effective safety and health program.

A representative of the Occupational Safety and Health Administration, Department of Labor, conducted an evaluation of the Agency's Safety and Health Program in 1977, and one of his recommendations was that the Agency should increase and upgrade the training program for collateral duty safety officers.

OS 8 2174

DD/A Registry  
78-3412

Officials of the Occupational Safety and Health Administration's Training Institute have agreed to conduct a course in electrical safety and a course for collateral duty safety officers in the CIA's Headquarters Building during the weeks of 30 October and 27 November 1978.

3. Recommendation: It is recommended that you sign the attached letter and memorandum.



Robert W. Gambino

STATINTL

Atts  
Letter  
Memo

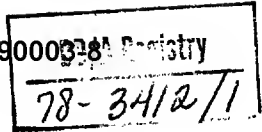
Distribution:  
Orig - Return to OS  
2 - DD/A

Approved For Release 2001/11/23 : CIA-RDP81-00142R000500090003-8

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Approved For Release 2001/11/23 : CIA-RDP81-00142R000500090003-8



31 AUG 1978

Mr. Gerard F. Scannell  
Director  
Office of Federal Agency Safety Programs  
U. S. Department of Labor  
Occupational Safety and Health Administration  
Washington, D. C. 20210

Dear Mr. Scannell:

The Agency's Safety Officer has just returned from two weeks of training at the Occupational Safety and Health Administration's Training Institute (OSHATI). During his stay, he determined that the Institute will provide certain training for agencies at their headquarters.

At this time, I would like to request that representatives from the OSHATI present the "600-2 Collateral Duty Course" for this Agency during the week of 27 November 1978. This date has been selected as it is the only available period for a number of the officers we wish to train. I would also like to request that a special 1-week course in electrical safety be presented during the week of 30 October 1978. Those attending this course would be safety and security officers who have inspection responsibilities, both domestically and overseas. It is entirely possible that representatives from Department of State and the National Security Agency would attend this course. It is estimated that between 25 and 30 individuals will attend each course.

STATINTL

STATINTL If you have any questions concerning these requests, you may contact the Agency Safety Officer, [REDACTED]

Sincerely,

*John F. Blake*

John F. Blake  
CIA Safety and Health  
Official

SUBJECT: Safety Training Courses

Distribution:

Orig - Adse  
2 - DD/A  
1 - D/Sec

ORIGINATOR:

STATINTL



Robert W. Gambino  
Director of Security

25 Aug 78  
Date

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Memo 

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78-3412/2

17 AUG 1978

MEMORANDUM FOR:

VIA:

FROM: John F. Blake  
CIA Safety and Health Official

SUBJECT: Collateral Duty Safety Officers Training

1. The Safety Branch, Office of Security (OS), has arranged for the Occupational Safety and Health Administration Training Institute (OSHATI) to present a special course for collateral duty safety officers. The course will run from 1300 hours on 27 November to 1230 hours on 1 December 1978 and will be given at the Chamber of Commerce Building.

2. Because of the Director's interest in providing a safe and healthful workplace for all employees and, because of your task as your component's collateral duty safety officer, I encourage you to attend this course as it will aid you in carrying out your duties.

STATINTL

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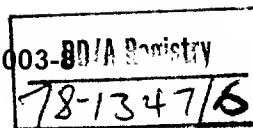
3. You will be contacted by [REDACTED] of the Safety Branch, OS, who will provide additional information as to the exact location of the course and its content. [REDACTED] will handle your enrollment.

/s/John F. Blake

John F. Blake

Distribution:

Orig - Multiple Addressee  
2 - DD/A  
1 - D/Sec



22 JUN 1978

Dear Ray,

In accordance with your letter of 4 April 1978, I am transmitting the Central Intelligence Agency's Annual Occupational Safety and Health Report for Calendar Year 1977. The report was prepared in consonance with the guidelines furnished by your office.

I am pleased to point out the increased training activity. The safety professionals received 653 hours of training (up from 518 in 1976) and spent 559 hours conducting training (up from 479 in 1976). A special safety orientation program was very successful and was attended by 83 percent of all the employees in the Headquarters area.

Please be assured that our efforts are directed toward full compliance with the Occupational Safety and Health Act and Executive Order 11807. The International Loss Control Institute of Loganville, Georgia, will conduct an in-depth evaluation of the Agency's Safety and Health Program beginning this month. This evaluation will include organization, management, standards, effectiveness and resources, as well as recommendations to correct any deficiencies.

Yours,

13/  
STANSFIELD TURNER

Enclosure

The Honorable F. Ray Marshall  
Secretary of Labor  
Washington, D. C. 20210



**SUBJECT: Annual Occupational Safety and  
Health Report**

STATINTL

**ORIGINATOR:**



*for* Robert W. Gambino  
Director of Security

13 JUN 1978

Date

**Distribution:**

Orig - Adse  
1 - DCI  
1 - BDCI  
1 - ER  
2 - DD/A  
1 - D/MS  
1 - D/L  
1 - D/CO  
1 - D/Sec

## OCCUPATIONAL SAFETY AND HEALTH REPORT

### CENTRAL INTELLIGENCE AGENCY

CALENDAR YEAR 1977

#### I. EMPLOYEE INVOLVEMENT

A. A nonmanagement employee from each of the major Directorates serves on the CIA Safety Committee which is also comprised of the CIA Safety Officer, Health Officer, and representatives of the major components. The Committee meets approximately once a month and provides policy and procedural guidance to the Safety and Health Official. Matters relating to the Agency's Safety and Health Program, such as regulation changes, adoption of standards, Department of Labor's evaluation of the Agency's Safety and Health Program, as well as the Agency's response, and the need for additional expertise to assist in the Program, are among the more critical subjects considered by the Committee.

B. The current safety and health regulation directs employees to report unsafe and unhealthful working conditions to their supervisors and component safety officers. The regulation is being revised to include information concerning the rights of employees as provided for in 29 CFR 1960. The revised version also informs employees of the right to appeal to the Department of Labor in case of disagreement with the final disposition by the Agency concerning reported unsafe or unhealthful working conditions and the fact that no employee will be subjected to coercion for exercising rights under the Occupational Safety and Health Act (OSHA) and the Agency's Safety and Health Program. In addition, the Occupational Safety and Health Notices, which advise employees of their rights and responsibilities under OSHA, Executive Order 11807, and 29 CFR 1960, have been posted on the bulletin boards in buildings occupied by Agency personnel.

C. Each professional member of the Safety Branch is a member of the Potomac Chapter, Federal Safety and Health Council, Washington, D. C., and at least one member attends the meetings. Field units have been requested to conduct special campaigns to encourage participation and general safety consciousness.

D. Safety and health standards are presented to the CIA Safety and Health Committee for review and comment prior to their adoption by the Agency. A nonmanagement employee from each of the major Directorates serves on the Committee and the employee is responsible for consulting with the respective components.

E. The Safety and Health inspecting officer is accompanied by the component safety officer and, in many instances, an employee who records the violations and recommended corrective actions. If these hazards are corrected immediately, no notices are posted. If unsafe or unhealthful conditions are not corrected immediately and are considered to present an imminent danger, the process is discontinued, equipment taken out of service, or the area marked accordingly. Inspection follow-up procedures ensure that recommended corrective actions are implemented.

## II. EXECUTIVE SUPPORT AND DUTIES

STATINTL

A. The Agency, by Safety and Health Regulation HR [REDACTED] has established a definite policy pertaining to its safety and health program. This regulation is being revised to include expanded provisions for employee involvement, reports by employees of unsafe or unhealthful standards, the posting of notices of unsafe or unhealthful working conditions, and involvement of safety and health committees. In addition, on 17 January 1978, the Director personally signed a notice to each employee stating the Agency's Safety and Health Policy.


B. There has been no change in the procedures for funding the Agency's Safety and Health Program since the report for Calendar Year 1976. The Agency does not have an identifiable Occupational Safety and Health Item in its budget. Adequate funds were appropriated for the conduct of safety inspections, training programs, training of professional safety officers, acquisition of promotional and educational material, procurement of instruments to enable safety officers to check potentially hazardous conditions, and for such other programs that the Safety Branch recommends. The Safety Branch used approximately \$46,000 during 1977 for these purposes. The costs for safety equipment, personal protective equipment, devices necessary to protect employees from safety and health

hazards, as well as costs for new installation and renovations to meet safety and health standards, are normally borne by the applicable components. For instance, one component's budget included \$143,000 for safety and health related expenditures, while another initiated a \$150,000 project to meet OSHA ventilation and exhaust requirements and another spent \$10,000 to ensure that chemicals are handled and shipped safely.

C. The organizational structure of the Occupational Safety and Health Program within the Central Intelligence Agency is reflected in Attachment 4. In giving due consideration to the mission, site, and organization of the Agency in line with Executive Order 11807, this operational structure is considered to be a viable and effective one on which to build the Agency Safety and Health Program.

III. SAFETY AND HEALTH HEADQUARTERS AND FIELD STAFF AND FUNCTIONS

A. Full-time personnel by titles and grade levels in the Headquarters area assigned to the Agency's Safety and Health Program are listed in Attachment 2. There are no



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IV. OPERATING MANAGEMENT AND SUPERVISORY DUTIES

A. Published regulations outline responsibilities of management personnel regarding the OSHA and the Agency's Safety and Health Program.

B. Occupational Safety and Health Notices, provided by the Department of Labor, are posted in Agency buildings in the Headquarters and domestic areas. Copies of the OSHA, Executive Order 11807, and 29 CFR 1960 are on file in the library of the Headquarters Building and at each domestic facility for reference by employees.

C. Each component safety officer is briefed regarding the OSHA, Executive Order 11807, 29 CFR 1960, and the responsibilities of component safety officers. Special briefings are also conducted for management personnel.

D. The CIA Safety Officer and Health Officer are members of the CIA Safety Committee which is also composed of management and employee representatives of the major Headquarters components. Policy or procedural changes affecting the Occupational Safety and Health Program are brought directly to members of the Committee.

E. Present Safety regulations contain a policy commitment that all individuals who make work assignments are responsible for the safety and health conditions and practices within their areas of control. Personnel regulations are being revised to include the requirement for supervisory comment on the safety and health performance of those employees whose activities make such comment appropriate.

F. Employees are responsible under the current Safety and Health regulation for notifying their supervisors and safety officers of any unsafe or unhealthful working conditions. This regulation also requires that action be taken without delay to correct the conditions. Any such report received in the Safety Branch is given immediate attention.

V. SAFETY AND HEALTH STANDARDS ADOPTION

STATINTL

By Headquarters Regulation [REDACTED] the Agency has adopted the Occupational Safety and Health Standards promulgated by the Secretary of Labor and will also adopt

applicable emergency temporary safety and health standards as established by the Secretary of Labor. This regulation is being revised to indicate that the Agency also adopts the National Fire Codes (including the Life Safety Code and National Electric Code) published by the National Fire Protection Association, standards of the American National Standards Institute, and the Basic Building Code published by the Building Officials and Code Administrators International, Inc. Where conflicts arise between the Basic Building Code and these other codes and standards, the other codes and standards will prevail.

#### VI. SAFETY AND HEALTH TRAINING ACTIVITIES

A. A safety and health indoctrination was presented to employees at all levels in the Headquarters area from 14 June through 2 December 1977. The briefings included information concerning the OSHA, Executive Order 11807, 29 CFR 1960, and the Agency's Safety and Health Program. The briefings were attended by 83 percent of the employees.

B. Four basic and one advanced safety courses were presented for 79 employees who have collateral safety inspection responsibilities, and a 2-day safety orientation course was presented to 20 newly appointed security officers.

C. Safety professionals received 653 hours of training during 1977. The following courses were attended by one or more employees: Laser and Microwave Hazard Workshop, U. S. Department of Army Environmental Hygiene Agency, Aberdeen, Maryland; Transportation of Hazardous Materials, U. S. Department of Army; Industrial Hygiene for the Safety Professional, Montgomery College, Rockville, Maryland; Occupational Safety and Health Act, George Washington University, Washington, D. C.; Use of Consensus Standards in the Government Process, NFPA, Washington, D. C.; Life Safety Codes Seminar, NFPA, Washington, D. C.; Federal Workshop regarding fire safety, National Bureau of Standards, Gaithersburg, Maryland; and a refresher safety course sponsored by the Potomac Chapter of the Federal Safety and Health Council. They also attended the Federal Safety Conference, National Safety Congress and Women's Safety Congress in Chicago, Illinois, and the Regional Federal Safety and Health Conference, Philadelphia, Pennsylvania.

D. The safety professionals are members and attended monthly meetings of the Potomac Chapter, Federal Safety and Health Council and the National Capitol Chapter, American Society of Safety Engineers. They are also members of the Association of Federal Safety Employees.

E. One member of the Safety Branch has earned 35 credits, 12 during 1977, toward his Ph.D. in Health and Safety at the University of Maryland.

STATINTL F. Four 3-day classes in forklift safety and operation were attended by 44 employees.

H. Fire prevention and fire protection were emphasized in the Headquarters area during National Fire Prevention Week through fire drills and the use of displays, lectures, and films. Two local fire departments brought in firefighting and rescue equipment to assist in the program. An Employee Bulletin was published encouraging employees to participate in the program.

I. Special emphasis was given to safe driving during Defensive Driving Week through the cooperation of a local police department, the American Automobile Association, and Doran Precision Systems, Inc. Employees were encouraged to participate in the program through publication of an Employee Bulletin and use of the computerized driver simulator, reflex tests, and eye tests. The film "Winter Driving" was also shown.

J. In recognition of Hypertension Awareness Month, a Hypertension Screening Program was held in the Headquarters Building to identify employees with unknown hypertension. Blood pressures were checked by Agency physicians, nurses, and technicians. Two Employee Bulletins were published advising employees of the program and analysis of the results. The 20-minute movies sponsored by the American Heart Association were also shown.

K. A special briefing on the Agency's Safety Program was presented to 20 administrative officers of a major Agency component.

L. Two briefings on bomb search procedures were presented to 68 employees who may be called upon to assist in such incidents.

M. Each new Security Duty Officer who has response responsibilities for the fire alarm console in the Headquarters Building was briefed regarding the operating principles of various fire protection and detection systems and response procedures.

N. Eighteen newly designated component safety officers were briefed regarding their safety responsibilities and the provisions of the OSHA, Executive Order 11807, and 29 CFR 1960.

O. Each employee who is assigned to a high-risk job, i.e., warehouse, laboratory, printing and photography, communications, etc., is given thorough training in operating procedures and use of equipment, chemicals, etc., as well as on-the-job training and attendance at special courses prior to assuming responsibility for the job.

P. Safety training in the changing of blades in and the operating of disintegrators, working with high voltage, roof safety, electrical safety, and overall safety awareness is included in regular courses presented to the technical employees of the Office of Communications.

Q. Training in cardiopulmonary resuscitation, the use of oxygen equipment and handling respiratory and cardiac emergencies was provided to 19 employees. Employees from each shift in a printing and photography facility were included. Three demand oxygen units were also purchased and strategically placed in the facility.

#### VII. INSPECTION AND HAZARD ABATEMENT PROCEDURES

A. The CIA Safety Officer, by regulation, is responsible for conducting inspections and tests to evaluate the effectiveness of the Agency's Safety and Health Program and bringing unsafe or unhealthful working conditions to the attention of the responsible officials. An inspection of each facility on an annual basis as required by 29 CFR 1960.26 was not accomplished. However, priority was given to comprehensive inspections of the major facilities and those involving more hazardous activities. Thirty-five of these inspections, including 14 overseas, were conducted during 1977.



In addition, 147 special safety and health inspections were conducted to determine noise and illumination levels, hazardous atmospheres, and as the result of accidents or complaints of employees.

B. Published regulations require that the official in charge of each major Headquarters component and each field installation designate a safety officer who is responsible for conducting safety inspections. Thirty-seven safety inspections were conducted by these individuals during 1977. Further, security officers conducted basic safety inspections of 66 facilities at the time they were conducting security inspections. Five one-week safety courses were conducted for the security officers, designated component safety officers, and other employees with primary safety responsibilities.

C. Responsible officials are provided with an informal list of the recommendations upon completion of the inspection and prior to the departure of the safety officer. A formal report is submitted at a later date. The official is requested to take immediate corrective action with a 30-day maximum. Further, he is requested to submit an abatement plan to the CIA Safety Officer if corrective action cannot be taken within 30 days. In many instances, the hazards are corrected during the inspection and before the inspector departs the facility.

D. As provided for in 29 CFR 1960.28, advance notices of the inspections by Safety Officers of the CIA Safety Branch are given for security reasons and to assure the presence of representatives of the official in charge. However, there are components in the Headquarters area where this requirement is not applicable and advance notices in such instances will be discontinued.

E. If, in the conduct of an inspection, unsafe or unhealthful conditions are found and not corrected immediately and are considered to present an imminent danger, the equipment is taken out of service or the area marked accordingly. Inspection follow-up procedures ensure that recommended corrective actions are implemented.

#### VIII. RECORDKEEPING AND REPORTING PROCEDURES

A. Occupational injuries, illnesses, and accidents are reported and recorded in compliance with guidelines published by the Department of Labor. Published safety

regulations require that component safety officers investigate occupational injuries and accidents and forward appropriate reports to the Safety Branch. However, the most serious of these incidents in the Headquarters area were investigated by a member of the Safety Branch.

B. Each report was carefully analyzed in the Safety Branch where there are 43 cause categories of injuries and illnesses. The total recordable injuries/illnesses (does not include first aid) decreased to 258 in 1977 from 296 in 1976. There were 466 injuries/illnesses (including first aid) reported, an increase of 63 from the previous year. The three major causes of recordable injuries/illnesses remained the same, i.e., slips and falls, handling material and equipment (including lifting), and health hazards. The total of these three categories is 145 compared to 151 in 1976.

C. An annual comprehensive report of the total injury/illness and accident experience was prepared for the Director of Central Intelligence. The CIA's annual report to the Secretary of Labor covering the Agency's Occupational Safety and Health Program was prepared for the Director's signature. An annual statistical report was prepared for the Department of Labor and copies were posted for 30 days on bulletin boards in the buildings occupied by Agency employees in the Washington, D. C. area.

#### IX. PROMOTIONAL AND INTERAGENCY ACTIVITIES

A. Promotional techniques used to increase employee interest and participation in the Agency's Safety and Health Program included special orientations, films, safety literature, Suggestion and Achievement Awards Program, sale of safety related items through the Employee Activity Association, participation in the National Safety Council's Safe Drivers Award Program, as well as placing special emphasis on Presidential Proclamations such as Fire Prevention Week, Defensive Driving Week, and Poison Prevention Week.

B. A total of 65,366 safety brochures, 30 different types, were distributed to Agency employees worldwide. The literature was distributed monthly to employees in the Headquarters area and quarterly to employees overseas.

C. A Safety Indoctrination Program for employees in the Headquarters area was initiated 14 June and continued through 2 December 1977. The briefings included information on the Agency's Safety and Health Program, as well as provisions of the OSHA, Executive Order 11807, and 29 CFR 1960. Eighty-three percent of employees in the Headquarters area attended the briefings. A similar safety briefing continues to be given to each new employee.

D. Employees were encouraged to submit safety suggestions through the Suggestion and Achievement Awards Program, and the suggestion forms are available in holders installed on bulletin boards of buildings occupied by Agency personnel in the Headquarters area. Thirty-one suggestions were evaluated during 1977.

E. Four two-hour presentations of a highly acclaimed program on Women's Safety were given to Agency employees. The guest speaker is one of the nation's leading experts on the understanding and prevention of assault and rape.

F. In addition to the films shown during presentation of the special orientations and safety classes, 29 safety films were shown 143 times to interested Agency personnel. Forty-seven of these showings were to employees and their dependents overseas.

G. Defensive Driving Week was emphasized two days at the Headquarters Building through the cooperation of a local police department, the American Automobile Association, and Doran Precision Systems, Inc. Employee participation was encouraged through use of the computerized driver simulator, reflex tests and eye tests.

H. Two local fire departments provided various fire apparatus for display and a mobile van with fire displays and safety literature as special emphasis was placed on Fire Prevention Week at the Headquarters Building. The proper handling of various types of portable fire extinguishers was demonstrated and employees were encouraged to use the extinguishers.

I. Poison Prevention Week received emphasis in the Headquarters Building. Special displays were set up exhibiting various common poisons, preventative measures

and actions necessary if the poison were swallowed. Literature providing this information was made available for employees to take home.

J. Off-the-job safety was promoted by the Agency Employee Activity Association through the sale of smoke detectors (170), fire extinguishers (50), first aid kits (72), and safety goggles (150).

K. Six employees of the Safety Branch are members of the Potomac Chapter of the Federal Safety and Health Council and at least one member attended the monthly meetings. Field units have been requested to conduct special campaigns to encourage participation.

L. Seven Employee Bulletins were published to increase the interest and participation of employees in the Agency's Safety and Health Program.

M. One major component initiated a five-year training program, including cardiopulmonary resuscitation and proper use of the pneolator and Ambu-bag, for its employees.

X. INTERAGENCY EVALUATION PROCEDURES

An annual comprehensive statistical report covering occupational injuries, illnesses, fires and motor vehicle accidents incurred by CIA employees worldwide was prepared for the CIA Director. Copies were also provided to members of the CIA Safety Committee. The annual report submitted to the Secretary of Labor, in compliance with the OSHA and Executive Order 11807, was also prepared and forwarded to the Director for his review and signature. Each component safety officer in the Headquarters area was provided a list of injuries and illnesses incurred quarterly by employees in the component.

ACHIEVEMENT OF PLANNED GOALS AND OBJECTIVES FOR CY 1977

The following accomplishments were the results of the special emphasis placed on the goals and objectives for CY 1977 as projected in the CY 1976 report.

A. Provided full support and cooperation to representatives of the Office of Federal Agency Safety Programs, Department of Labor, who conducted an evaluation of the CIA's Safety and Health Program.

B. An industrial hygienist was not employed. However, one has been selected and is being processed. She is expected to be on board in June 1978.

C. The Safety Branch expanded its four basic one-week safety courses to include one one-week advanced course. A second advanced course was planned, but was cancelled because of other priorities.

D. Only 8 of the scheduled 14 inspection trips were completed. This was due primarily to increased employee training and special inspections in the Headquarters area. Safety Branch personnel devoted 559 hours to conducting safety training and received 653 hours of training. Thirty-five comprehensive inspections and 147 special inspections and tests were conducted.

E. Three courses, in addition to the one originally scheduled, were conducted in forklift operation and safety procedures.

F. The Safety Indoctrination Program for new employees was revised to include additional information on the OSHA, Executive Order 11807, and 29 CFR 1960. The program was then presented to employees in the Headquarters area 14 June through 2 December 1977, and 83 percent attended the briefings.

#### SUBMISSION OF PROGRAM DOCUMENTATION

Documentation concerning the CIA's Safety and Health Program is the same as CY 1976. However, the Headquarters Safety and Health Regulation will be revised during 1978 and a separate policy statement will be issued.

#### PROGRAM FOR CALENDAR YEAR 1978

The Central Intelligence Agency will continue to administer its Occupational Safety and Health Program in accordance with provisions of the OSHA, Executive Order 11807 and following the guidelines provided in 29 CFR 1960. Specific actions are planned as follows:

A. The Headquarters Safety and Health Regulations will be revised to include additional provisions of 29 CFR 1960.

B. Issue a policy statement signed by the CIA Director indicating his support of the CIA Occupational Safety and Health Program.

C. Hire a professional industrial hygienist. One has been selected and is expected to report for duty in June 1978.\*

D. Hire a part-time clerk to assist with the clerical duties of the Safety Branch.

E. Schedule each safety professional for attendance at a course at the OSHA Training Institute. One member will continue his studies toward a Ph.D. in Health and Safety.

F. Contract with the International Loss Control Institute of Loganville, Georgia, to conduct an in-depth evaluation of the CIA Safety and Health Program to determine its problems and recommend minimal and optimal safety and health staffing requirements.

G. Safety and health inspections will be given continued special attention with emphasis on overseas areas. Efforts will also be made to increase the interest and participation of the component safety officers in the Headquarters area by having a professional safety officer accompany and assist them on their first safety inspections.

H. Safety Branch personnel will continue conducting safety training and have scheduled a minimum of three five-day basic and two five-day advanced courses, as well as several two-day indoctrination courses.

STATINTL

I. Revise Headquarters [REDACTED] Regulations to include the provision that supervisors and other employees who assign work directly to individuals be rated on their safety and health performance when appropriate.

J. Special defensive driving classes will be held for all drivers assigned to the Agency Motor Pool.

K. A one-week course in safe operation of forklifts is scheduled for operators of this equipment.

\*Industrial Hygienist entered on duty 5 June 1978.

L. Employees' interest in safety and health, both on and off the job, will be stimulated through guest speakers; special programs emphasizing health, such as colon-rectal cancer screening, diabetes, high blood pressure; and special activities during Fire Prevention Week and Defensive Driving Week.

M. Have representatives of the Safety Branch attend meetings of the Potomac Chapter, Federal Safety and Health Council; the American Society of Safety Engineers; the Federal Safety and Health Conference; the National Safety Congress; and the Regional Conference of the Federal Safety and Health Council.

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Attachment 1

Administration of Agency Occupational Safety and Health Program

Agency Name Central Intelligence Agency  
Address Washington, D. C. 20505

Agency Head Name STANSFIELD TURNER, Admiral, U. S. Navy  
Title Director  
Address Central Intelligence Agency

Agency Designated  
Safety and Health  
Official Name John F. Blake  
Title Deputy Director for Administration  
Address Central Intelligence Agency  
Washington, D. C. 20505

STATINTL Phone No. [REDACTED]

Agency Safety  
and Health  
(Coordinator,  
Director, Chief,  
Manager, etc.) Name [REDACTED]  
Title Safety Officer  
Address Central Intelligence Agency  
Washington, D. C. 20505

STATINTL Phone No. [REDACTED]

STATINTL

Agency Safety  
and Health  
(Coordinator,  
Director, Chief,  
Manager, etc.)

STATINTL

Name

Title

Health Officer

Address

Central Intelligence Agency

Washington, D. C. 20505

STATINTL

Phone No.

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2

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AGENCY SAFETY & HEALTH STAFFING IN  
NATIONAL & FIELD UNITS

GS SERIES	GS GRADES													
	5-8		9-11		12		13		14		15		16	
	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU
SAFETY ENGINEER (803)							1							
SAFETY SPECIALIST (018)			1				2							
SAFETY TECHNICIAN (019)														
INDUSTRIAL HYGIENIST ( )														
FIRE PROTECTION ENGINEER (804)			1											
OTHER FULL-TIME (SPECIFY)														
SAFETY MANAGER (018)									1					
SAFETY ASSISTANT (018)	2													
TOTAL FULL-TIME	2		2				3		1					

HQ=HEADQUARTERS

FU=FIELD UNITS

NUMBER OF EMPLOYEES:

Headquarters NA

Field Units NA

Total NA

VACANCIES IN SAFETY AND HEALTH STAFFING:

Headquarters Industrial Hygienist GS-11  
scheduled EOD 6-5-78

Field Units None

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3



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## ATTACHMENT 3

## SAFETY &amp; HEALTH STAFFING OF FIELD UNITS

DIRECTIONS: List the agency field units and provide the requested information for each unit in the following table. Define organizationally the term "field unit" relative to the agency mission, size and organization. The table should include both full-time and collateral-duty safety and health personnel. For field units staffed with collateral-duty personnel the number of personnel and the total work (in man-years) spent on safety and health should be entered for each grade level. For example, a field unit three GS-7 collateral-duty safety and health personnel, each devoting 40% of his work time on safety and health activities, would expend a total of 1.2 man-years for that grade on safety and health activities. This would be entered in the table as 3(1.2) in the CD column for the GS 5-8 grade level.

DEFINITION OF FIELD UNIT: A facility or installation away from the Washington, D.C. area under the control of Central Intelligence Agency personnel. There are no full-time OSH personnel at the field units.

FIELD UNITS (NAMES, ADDRESSES AND AVERAGE EMPLOYMENT)	UNIT OSH PERSONNEL* (GRADE LEVELS)															
	5-8		9-10		11		12		13		14		15		16	
	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD
CLASSIFIED																

\* FT=FULL-TIME OSH PERSONNEL

CD=COLLATERAL-DUTY OSH PERSONNEL

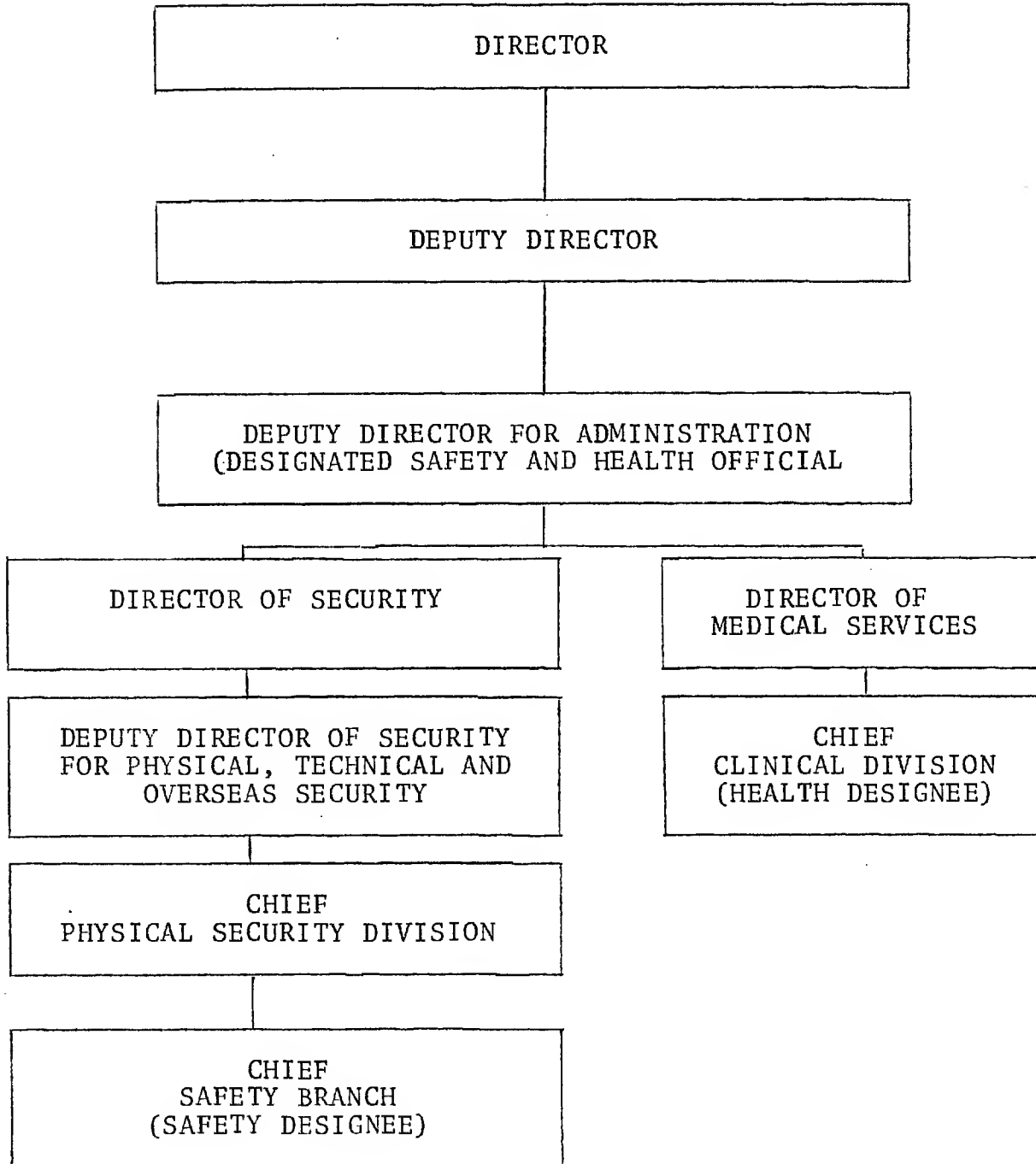
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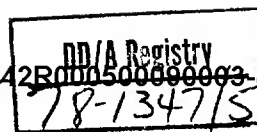


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CENTRAL INTELLIGENCE AGENCY







13 JUN 1978

MEMORANDUM FOR: Director of Central Intelligence  
VIA: Deputy Director for Administration  
FROM: Robert W. Gambino  
Director of Security  
SUBJECT: Annual Occupational Safety and Health Report

1. Action Requested: It is requested that you sign the attached letter.

2. Basic Data: In a letter dated 4 April 1978, the Secretary of Labor requested the Annual Safety and Health Report of the Central Intelligence Agency. The Occupational Safety and Health Act and Executive Order 11807 require that the head of each Federal agency submit to the Secretary of Labor an annual report concerning the safety and health program of his agency.

3. Staff Position: The Safety Branch, Physical Security Division, has prepared this report in accordance with guidelines furnished by the Secretary of Labor. The Offices of Communications, Logistics and Medical Services have contributed their portion to this report in regard to the safety and health program within their components.

4. Recommendation: It is recommended that you sign the attached letter forwarding the report to the Secretary of Labor.

STATINTL

*for* Robert W. Gambino

Att

OS 8 0973/A

SUBJECT: Annual Occupational Safety and  
Health Report

CONCURRENCE:

*John F. Blake*

14 JUN 1978

---

John F. Blake  
Deputy Director  
for  
Administration

---

Date

Distribution:

Orig - DCI

1 - DDCI

1 - ER

2 - DD/A *Subject*

1 - D/MS

1 - D/L

1 - D/OC

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ATTACHMENT

Approved For Release 2001/11/23 : CIA-RDP81-00142R000500090003-8

DD/A Registry

File Pers 16

DD/A 78-1347/4

Mr. Gerald Scannell  
Director  
Federal Agency Safety and  
Health Program Office/OSHA  
U.S. Department of Labor  
Washington, D.C. 20210

Dear Mr. Scannell:

STATINTL

This is to advise you that on 5 June 1978  
[redacted] entered on duty with this  
Agency as an Industrial Hygienist. I can assure  
you that the time that it has taken to hire a  
qualified Hygienist was not caused by any lack of  
executive support. From the beginning we recognized  
the desirability of having an individual with these  
qualifications assigned to our safety and health  
staff. Nonetheless, to find a qualified person who  
was willing to accept the position and the necessary  
delay in hiring due to appropriate processing was  
not a simple task. I am certain that [redacted]  
will make a valuable contribution to our overall  
program.

STATINTL

Sincerely,

/s/ John F. Blake  
John F. Blake  
Deputy Director  
for  
Administration

STATINTL

Originator: [redacted]  
Executive Officer/DDA;se 13 Jun 78

Distribution:

- Orig - Addressee
- 1 - DDA Chrono
- ✓ 1 - DDA Subject
- 1 - D/OS
- 1 - JFB Chrono

Ref: DD/A 78-1347/3; Ltr Signed  
by DCI to Sec'y of Labor;  
Att: Response to OSHA Recom-  
mendations/20Apr78

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INTERNAL  
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Approved For Release 2001/11/23 : CIA-RDP81-00142R000500090003-8

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

## Occupation: Safety and Health Evaluation

FROM: John F. Blake Deputy Director for Administration		EXTENSION	NO.
TO: (Officer designation, room number, and building)		DATE	DATE
	RECEIVED	FORWARDED	OFFICER'S INITIALS
1. DDCI 7D 6011 Headquarters			
2.			
3.			
4. DCI 7D 5607 Headquarters			
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6. DD/A 7D-24 Headquarters			
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The attached has been coordinated via Safety Committee representatives with the Office of General Counsel; DDO; DDS&T; NFAC and the Offices of Communications, Logistics, Personnel, and Medical Services.

/s/ John F. Blake  
John F. Blake

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FORM 1-63 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

DD/A Registry

78-1347/3

Executive Registry

78-5057/A

20 APR 1978

The Honorable F. Ray Marshall  
Secretary of Labor  
Washington, D. C. 20210

Dear Ray:

The Occupational Safety and Health Administration (OSHA) evaluation of the Central Intelligence Agency's occupational safety and health program has been reviewed. A copy of the OSHA recommendations and our responses to them is enclosed.

Before addressing myself to some of the specifics of the evaluation report, I would like to personally assure you that this Agency has a very active safety and health program which has my full support. I have found the Agency safety and health officers to be conscientious, dedicated individuals who are constantly striving to improve both themselves and the program.

In an effort to provide these officers with Agency-wide support, a safety and health indoctrination was given to employees at all levels during the past year. Upon completion of these indoctrinations, I sent a copy of a personally signed notice to every employee telling about the Agency safety and health program and urging each one to give full support to the achievement of a "no hazard/no accident" working environment for everyone.

Through attendance each year at technical training courses, many of which are conducted by your Department, we are steadily raising the level of expertise of our safety and health officers but inadequacies still exist. The summary portion of the OSHA evaluation report focused on a primary inadequacy -- our lack of an industrial hygienist. We agree that this type of expertise is needed and have identified an industrial hygienist who, upon completion of her security processing, will be added to the safety staff.

As to additional staffing, whether industrial hygiene or health physics, we will, of course, solicit advice from our industrial hygienist after she has had some experience with this Agency's working environment, but we are also taking the additional step of hiring an outside consultant service to conduct an in-depth evaluation of our safety and health program. The evaluation will include organization, management, standards, effectiveness and resources. Our goal will be to achieve compliance with the Occupational Safety and Health Act and Executive Order 11807.

The other area stressed in the summary portion of the OSHA evaluation report is a requirement that we set up our safety and health officers in a separate unit, outside of command channels, where they would report directly to the Agency Safety and Health Official. I fully appreciate that your guidelines in this area are intended to ensure our safety and health program reaches and is supported by the highest levels. Giving due consideration to the organization of the Agency, I do not feel such a change would serve any useful purpose. This Agency possesses supportive, highly responsive Offices of Security and Medical Services. Our employees are perhaps unique in their orientation toward these offices for assistance at any hour of the day or night. I will keep the safety and health problems in these channels, and I assure you both the Deputy Director for Administration and I will be personally available to provide support and guidance to our safety and health officers.

Yours,

/s/ Stansfield Turner

STANSFIELD TURNER

Enclosure

SUBJECT: OSHA 1977 Evaluation of the CIA  
Occupational Safety and Health Program

Distribution:

Orig - Adse  
1 - DCI  
1 - DDCI  
1 - ER  
1 - OGC  
1 - DDS&T  
1 - DDO  
1 - NFAC  
✓ 1 - DDA  
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1 - D/Pers  
1 - D/Sec  
1 - D/MS



The following actions have been taken by the Central Intelligence Agency as a result of the evaluation review conducted by Office of Federal Agency Safety Programs, Occupational Safety and Health Administration, Department of Labor, Washington, D. C. These responses are keyed sequentially to the "Recommended Actions" in the above report.

1. Employee Involvement

STATINTL      Revise HR [REDACTED] CIA Safety and Health Program to include provisions for employee involvement at all levels of the program, including the development and implementation of:

a. procedures for reports by employees of unsafe or unhealthful working conditions.

STATINTL      b. adopting of agency regulations or standards (such as revision to HR [REDACTED] in consultation with employees.

c. posting of Notices of Unsafe or Unhealthful Working Conditions.

STATINTL      d. safety and health committees at Headquarters and subordinate levels.

RESPONSE - HR [REDACTED] CIA Safety and Health Program contains specific procedures for reports by employees of unsafe or unhealthful working conditions. In its revised version, these procedures are expanded and employees are also informed of the right to appeal to the Department of Labor in case of disagreement with the final disposition by the Agency concerning working conditions reported as unsafe or unhealthful. To ensure employee awareness of these procedures, the Director has sent a notice of their existence to every employee.

The revised version provides that reports of unsafe or unhealthful working conditions will

be issued to the official in charge of the establishment being inspected. Any serious hazard noted during an inspection will be corrected at the time the inspection is being conducted or the operation will be shut down. A notice of unsafe or unhealthful working conditions will be employed for isolated hazards that can be worked around.

The Safety Committee has been expanded to include employee representatives from all the major components of the Agency. Adoption of agency regulations or standards is done in consultation with committee representatives who, in turn, consult with their respective components. Revised HN [REDACTED] reflects this.

STATINTL

## 2. Executive Support and Duties

- a. Issue a policy statement signed by the head of the agency indicating his support of the CIA Occupational Safety and Health program.
- b. Indicate executive support to the CIA's Occupational Safety and Health program by the designated safety and health official (the Deputy Director for Administration) by removing the safety staff from within the Security Division.
- c. Establish an antidiscrimination policy within CIA to assure that employees reporting unsafe or unhealthful working conditions are not subjected to discrimination for their participation in the safety and health program as per 29 CFR 1960.19(d).
- d. Provide an adequate budget to implement a comprehensive occupational safety and health training program and the specialized field instrumentation for safety and industrial hygiene inspections.

RESPONSE - The Director has sent a personally signed notice to each employee of the Agency telling them that it is the policy and intent of the Agency to provide all employees with a working environment free of safety and health hazards. The notice points out the necessity for strong support of this policy at all levels and stresses that senior officials and supervisory officials should lead the way in developing a spirit of cooperation in achieving a safe and healthful working environment.

The Deputy Director for Administration is the Agency Safety and Health Official. Reporting directly to him are the Director of the Office of Security, who is responsible for providing trained and experienced safety and fire prevention personnel, and the Director of Medical Services, who provides professional care of illness and injury and applies the principles of preventive medicine. The Director of Security appoints a Safety Officer, and the Director of Medical Services appoints a Health Officer to serve as their respective focal points for Agency Safety and Health activities. These officers, and members of the fire and safety staff, report to the Safety and Health Official through established command channels.

A CIA Safety Committee assists the Safety and Health Official by serving as a conduit to and from all Agency components and providing policy and procedural guidance. The Safety Officer and the Health Officer are members of this committee. Critical policy and procedural changes recommended by them can be sent directly from the Committee to the Safety and Health Official where, experience has shown, they receive his immediate attention.

In line with Executive Order 11807, we have given due consideration to the mission, size, and organization of this Agency, and it is our considered position that the operational structure outlined above is the most viable and effective one on which to build an Agency safety and health program.

STATINTL

While there has never been any reason to suspect that any employee of this Agency would refrain from reporting unsafe or unhealthful working conditions for fear of discrimination, the revised version of HR [REDACTED] specifically affirms each employee's right to report and request inspections of workplaces without fear of coercion.

As safety and health needs are perceived and identified, there will be budgetary implementation adequate to meet these needs.

3. Safety and Health Staff and Functions

- a. Combine and reorganize the occupational safety and health/industrial hygiene functions as a single unit reporting directly and exclusively to the Deputy Director for Administration as required by 29 CFR 1960.16(a).
- b. Assign or hire qualified personnel who can provide the following:
  1. Professional "Safety" expertise to assist in program development and administration.
  2. Professional "Industrial Hygiene" expertise to assist in recognition and abatement of hazardous exposures.
  3. Professional "Health Physics" expertise due to unique mission of this agency.
- c. Discontinue current practice of using safety personnel for security duties.
- d. Evaluate the necessity for more than one industrial hygienist as currently proposed by CIA.

RESPONSE - The organization of the Agency safety and health structure has been discussed above.

An Industrial Hygienist is now undergoing security processing. She should be on board within the next 30 days.

This Agency currently has in its employ six qualified individuals who can provide "safety" expertise to assist in program development and administration.

We will examine the need for "health physics" expertise and how best to meet this need with the assistance of outside safety consultants whom we plan on employing within the next three months. We will also evaluate, with their help, the need for more than one industrial hygienist.

To the extent that the "security duties" referred to here involve letter bomb training and a bomb disposal supplement to police or military bomb squads, we will continue to use trained safety personnel for these purposes since we consider these hazards to be well within the purview of a safety program. As to the use of safety personnel in the performance of nonsafety related security duties, these duties are minimal, amounting over the past year to no more than two hours per man per month.

4. Operating Management and Supervisory Duties

- a. Inform managers and supervisors of their responsibilities in the CIA safety and health program.
- b. Adopt procedures to insure that managers and supervisors implement the necessary corrective actions of violations identified by safety and industrial hygiene inspections.
- c. Assure that managers and supervisors post notices of unsafe and unhealthful working conditions.

STATINTL

RESPONSE - Headquarters Regulation [REDACTED] specifically spells out the responsibility of office heads for

directing the Agency's safety and health program in their areas of jurisdiction and for ensuring that action is taken without delay to correct unsafe or unhealthful working conditions brought to their attention. If unsafe or unhealthful conditions cannot be corrected, the Safety and Health Official must be notified and steps taken to protect employees. Supervisors and all other persons who assign work directly to individuals are also informed of their responsibility for the safety and health conditions and practices within their areas of control.

Inspection follow-up procedures have been tightened to ensure that recommended corrective actions are implemented and that notices of unsafe or unhealthful conditions are not only posted, where appropriate, but are not subsequently removed before the posted situation has been corrected.

5. Safety and Health Standards Adoption

Provide procedures for adoption of agency safety and health standards that supplement the OSHA standards and are unique to this agency due to its mission.

STATINTL

**RESPONSE** - The revised Headquarters Regulation [REDACTED] Safety and Health formally adopts safety and health standards supplementing the OSHA standards and addresses specifically the question of safety and health standards that will be applied to activities unique to this Agency.

6. Safety and Health Training Activities

- a. Provide training to senior members of both the safety and medical services staff to familiarize them with the requirements of Executive Order 11807 and 29 CFR 1960.
- b. Increase scope of current training program to include supervisors and managers and their responsibilities under Executive Order 11807 and 29 CFR 1960.

- c. Increase and upgrade the training program for Collateral Duty Safety Officers to enable them to recognize hazards within their workplaces.
- d. Increase training opportunities for the professional development of the safety and industrial hygiene staff.
- e. Inform employees during their indoctrination and other meetings of the procedure to report unsafe or unhealthful working conditions (other than by telephone).

RESPONSE - Senior members of both the safety and medical services staff are now thoroughly familiar with the requirements of Executive Order 11807 and 29 CFR 1960. Supervisory and managerial personnel were made aware of their responsibilities during the course of a special indoctrination provided by a representative of the safety staff.

We feel our current two-week training program is adequate for the needs of the Collateral Duty Safety Officers and will enable them to recognize hazards within their workplaces. The inspector was probably getting at our need to provide the training on a timely basis to new officers when they are appointed to this collateral duty. We are attempting to reorganize our scheduling and training resources to meet this need.

During FY 78 we are sending members of the safety staff to a total of seven courses at the OSHA Training Institute and are sending one member of the staff to two safety-related courses at a nearby university. The new industrial hygienist is scheduled to attend a course at the OSHA Training Institute shortly after entering on duty.

We have had no indication that any employee has experienced any difficulties in reporting unsafe or unhealthful working conditions. Some

have chosen to telephone their report while others have written directly to the Safety and Health Official, Director of Security, or other responsible official. We will, however, specifically provide the option of writing reports in the course of safety indoctrinations and in the text of the revised HR [REDACTED] Safety and Health regulation.

STATINTL

7. Inspection and Hazard Abatement Procedures

- a. Require and implement the annual inspection of workplaces as specified in 29 CFR 1960.26(d).
- b. Discontinue the present practice of advance notice of inspections except when specifically required by mission.
- c. Establish a procedure for posting "Notices of Unsafe or Unhealthful Working Conditions."
- d. Establish abatement dates for safety and health violations based on realistic appraisal of the time required to correct the violation. Abatement plans must be established and posted when a long term solution is required.

NOTE: There is a requirement for notification of DOL when abatement dates exceed 60 days beyond inspection date. (29CFR 1960.34(c))

- e. Provide employees an opportunity to participate in the safety and industrial hygiene inspections.

RESPONSE - Inspections of areas where there is an increased risk, due to the nature of the work performed, are being regularly conducted by personnel with the technical competence to recognize unsafe or unhealthful conditions. We have been unable, however, to achieve a satisfactory inspection cycle for all office areas. We are attempting to



meet this need by providing more training opportunities for collateral duty safety officers.

Advance notice of inspections will be discontinued except where required by security regulations.

Posting procedures are covered above in the response to Recommendation No. 4.

Employees were told during the course of their safety indoctrination that they had the right to participate in safety and health inspections of their work area. Inspectors will reiterate this right again at the time an inspection is being conducted.

8. Recordkeeping and Reporting Procedures

- a. Develop more detailed information on causal factors of injuries or illnesses of CIA employees to enable professional safety and health staff to reorient priorities of the CIA safety and health program.
- b. Inform employees of the availability of the annual report on causal factors.

RESPONSE - An examination of our statistical reporting indicates that we now receive detailed information on causal factors of injury or illnesses. We do not, however, analyze this data to determine whether a reorientation of priorities is needed. This will be done.

STATINTL

The availability of the annual report on causal factors will be mentioned in a revision of [REDACTED] Safety and Health.

9. Promotional and Interagency Activities

- a. Increase promotional program to include employee rights under Executive Order 11807 and 29 CFR 1960.
- b. Increase efforts in promotional program to inform employees of the high hazard factors identified in annual summaries of injuries and illnesses.
- c. Encourage agency personnel in field units to participate in Field Federal Safety and Health Councils.

RESPONSE - An indoctrination program has been initiated which tells each employee what his rights are under Executive Order 11807 and 29 CFR 1960.

Once a high hazard factor has been identified, we will alert employees through, primarily, the use of commercially available promotional literature and posters. If a special situation arises, Agency notices will be distributed to all employees informing them of a unique high hazard problem.

Field units have been requested to conduct special campaigns to encourage participation and general safety consciousness.

10. Intra-agency Evaluation Procedure

- a. Develop intra-agency evaluation procedures to enable the designated safety and health official to inform the Director of CIA of the progress that his staff is making in the Occupational Safety and Health program.
- b. Develop procedures to evaluate the effectiveness of the safety and health program at all operational levels.

RESPONSE - Current reporting does provide the Director with yearly highlights of the safety and health program along with a heavy dose of accident and illness statistics. We agree that self evaluation procedures are needed and that more feedback should be received from all operational levels. The CIA Safety Committee is undergoing the task of establishing such procedures and providing the evaluations.

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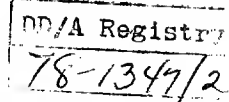
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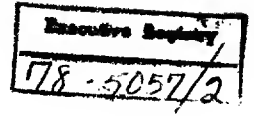
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**Next 1 Page(s) In Document Exempt**

Approved For Release 2001/11/23 : CIA-RDP81-00142R000500090003-8



17 APR 1978



MEMORANDUM FOR: Director of Central Intelligence

FROM: John F. Blake  
Deputy Director for Administration

SUBJECT: Occupational Safety and Health  
Evaluation


Sir:

1. The Occupational Safety and Health Administration (OSHA) of the Department of Labor has conducted its second evaluation of the Agency's safety and health program. Secretary F. Ray Marshall sent the evaluation to you with a cover letter from him requesting a response and an agenda for corrective action.

2. I am forwarding a suggested reply to Secretary Marshall along with an enclosure which lists all the OSHA recommendations and gives our responses.

3. The Summary Statement of the OSHA evaluation confined itself to two issues -- the need for industrial hygiene expertise and the organizational placement of Agency safety and health personnel. These two issues are specifically addressed in your letter to Secretary Marshall.

4. We have no quarrel with the first point regarding an industrial hygienist. We need industrial hygiene expertise and a professional industrial hygienist is being security processed for employment. We do not, however, know whether STATINTL we need additional safety and health expertise in this or allied fields. We plan to find out by contracting with an



go over all our facilities and evaluate our problems in order to recommend minimal and optimal safety and health staffing requirements.

5. As to the placement of safety and health personnel directly under me as the Agency Safety and Health Official, I feel the OSHA inspectors are needlessly devoting too much time and attention to this question. The Director of Security is responsible for providing trained safety and fire prevention personnel and the Director of Medical Services applies the principles of preventive medicine for this Agency. Both of them report directly to me. I feel that the day-to-day safety and health activities should remain in these command channels rather than creating another staff reporting only to me. The Office of General Counsel has reviewed the OSHA evaluation, at my request, and is of the opinion that compliance in this area is not mandatory.



John F. Blake

STATINTL

Att

Distribution:

Orig - Addressee  
1 - DDCI  
1 - ER  
1 - OGC  
1 - DDS&T  
1 - DDO  
1 - NFAC  
1 - D/CO  
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1 - D/Pers  
1 - D/MS  
1 - D/Sec

U. S. DEPARTMENT OF LABOR  
OFFICE OF THE SECRETARY  
WASHINGTON

APR 4 1978

Executive Registry
78-5057/1

DD/A Registry
78-1347/1

Honorable Stansfield Turner  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Turner:

Section 19(a)(5) of the Occupational Safety and Health Act of 1970 and Section 2(5) of Executive Order 11807 require each Federal agency to submit to me an annual report on its occupational safety and health program. Your annual report provides information for the continuing analysis of your agency's progress and problems in implementing an effective occupational safety and health program. The preparation for this report also furnishes you with essential information concerning the occupational safety and health environment for the workers of your agency. It can serve as a significant tool in the improvement of worker safety and health in the Federal sector. Your report will also provide input to the President's Report to Congress on occupational safety and health in Federal agencies.

The enclosed Annual Report Guidelines for CY 1977 detail the specific information which should be included in your agency's report. These guidelines are based on the 10 element program recommended by the Federal Advisory Council on Occupational Safety and Health. The guidelines require the submission of new or revised program documentation implemented during CY 1977. As noted in the guidelines, your report is due to the Department of Labor by June 15, 1978.

As the Nation's largest employer, the Federal Government must set an example in the maintenance of safe and healthful working conditions for its employees.

Sincerely,

*Ray Marshall*

Secretary of Labor

Enclosure

ANNUAL REPORT GUIDELINES FOR CY 1977  
FEDERAL OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

INTRODUCTION: These guidelines are provided to inform Federal agencies of the material to be included in their annual report on occupational safety and health as required by Section 2(5) of Executive Order 11807 and Section 19(a)(5) of the Occupational Safety and Health Act of 1970. These guidelines are based on the 10 element criteria for the first time.

PURPOSE: These annual reports provide information for the following:

- o The Secretary of Labor's Report to the President on the Federal Occupational Safety and Health Program.
- o Selection of agencies for the President's Safety Awards.
- o Evaluative and Consultative functions of the Office of Federal Agency Safety and Health Programs.

SUBMIT TO: The report should be prepared on standard size (8½ x 11) paper and submitted by June 15, 1978 to:

U. S. Department of Labor  
Occupational Safety and Health  
Administration  
Office of Federal Agency Safety  
and Health Programs  
2100 M Street, N.W.  
Washington, D.C. 20210

CONTENTS: PROGRAM FOR CALENDAR YEAR 1977

The annual report shall provide the following information on your agency's program during CY 1977 relative to the 10 elements of an effective occupational safety and



-2-

health program. Where documentation is required you may reference the specific requirement in the enclosed program documentation or in documentation on file at the Office of Federal Agency Safety and Health Programs.

1. EMPLOYEE INVOLVEMENT

- o CONSULTATION WITH EMPLOYEES/EMPLOYEE REPRESENTATIVES-document and describe implementation of requirements for consultation with employees and their representatives in planning and operating the program.
- o EMPLOYEE PARTICIPATION IN PROGRAM OPERATION-document and describe implementation of provisions.
- o COMMITTEE MEMBERSHIP-document and describe implementation of procedures providing for committees, membership and participation at both headquarters and field levels.
- o EMPLOYEE REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS-document and describe implementation of procedures for reporting hazardous conditions, including review and appeal to OSHA.
- o SAFEGUARDS FOR DISCRIMINATION, REPRISAL, RESTRAINT, INTERFERENCE, OR COERCION-document and describe implementation of procedures prohibiting discrimination and etc. against employees for participating in the program.
- o POSTING OF NOTICE, AVAILABILITY OF ACT, 29 CFR 1960, AGENCY PROGRAM-document and describe implementation of procedures for informing employees of rights and responsibilities.

-3-

- o EMPLOYEE PARTICIPATION IN FFSHCs-document and describe implementation of procedures providing for and promoting participation and membership in FFSHCs.
- o REVIEW OF STANDARDS-document and describe implementation of procedures for informing employees of applicable standards and their right of review.
- o NOTICES OF UNSAFE OR UNHEALTHFUL CONDITIONS-document and describe implementation of procedures for posting of notices informing employees of hazards in work areas.

2. EXECUTIVE SUPPORT AND DUTIES

- o POLICY - Document and describe the implementation of the official policy statement of the agency head on the occupational safety and health program.
- o FUNDING - Report the dollars requested, appropriated and used for the implementation of the agency program as required in OMB Circular A-11. Report the estimated dollars for compliance with OSHA or agency "consistent" standards.
- o ORGANIZATION - Describe the organizational structure of the occupational safety and health function from the designated safety and health official to field level safety and health personnel. An organization chart for the occupational safety and health function should be provided.

-4-

- o ATTACHMENT 1 - Enter information on Attachment 1.  
Agency name and address.  
Agency head name, title, and address.
  - Agency Designated Safety and Health Official  
name, title, address and telephone.
  - Agency Safety and Health (Chief, Manager,  
Coordinator, Director etc.) name, title,  
address and telephone.

3. SAFETY AND HEALTH HEADQUARTERS AND FIELD STAFF AND FUNCTIONS

- o ATTACHMENT 2 - Full-time occupational safety and health staffing  
at headquarters and field units - job series number,  
grade level. Also include employment data as requested.
- o ATTACHMENT 3 - OSH staffing, full-time and collateral duty, of  
field units - definition, address, employment and  
OSH staffing by grade level, full-time or collateral-  
duty, and total work time spent on OSH activities  
at each field unit.
- o RESPONSIBILITIES AND DUTIES OF OSH STAFF-document and describe the  
OSH responsibilities and duties at both the headquarters and field  
levels.

4. OPERATING MANAGEMENT AND SUPERVISORY DUTIES

- o SUPERVISORY AND OPERATING MANAGEMENT RESPONSIBILITIES-document and  
describe the implementation of procedures for informing management  
of OSH responsibilities.

-5-

- o EVALUATION OF EMPLOYEES OSH PERFORMANCE-document and describe the implementation of requirement that supervisor's evaluate OSH performance of employees.
- o REPORTS OF UNSAFE OR UNHEALTHFUL CONDITIONS-document and describe the implementation of the requirement that management is informed of its responsibilities in investigating employee reports of hazardous conditions.

5. SAFETY AND HEALTH STANDARDS ADOPTION

- o ADOPTION OF OSHA STANDARDS-document and describe adoption.
- o PROMULGATION OF AGENCY "CONSISTENT" STANDARDS-document and describe implementation of procedures.
- o ADOPTION OF EMERGENCY STANDARDS-document and describe implementation of procedures.

6. SAFETY AND HEALTH TRAINING ACTIVITIES

- o TRAINING-describe the types, extent of, training availability and number of employees participating in training conducted for the various levels of employees including the designated safety and health official, safety and health specialists, safety and health inspectors, collateral-duty safety and health personnel, supervisors, representatives of employee groups and employees.
- o SPECIALIZED TRAINING CONDUCTED FOR HIGH RISK JOBS-describe.

-6-

7. INSPECTION AND HAZARD ABATEMENT PROCEDURES

- o PERIODIC INSPECTION PROCEDURES-document and describe implementation of requirements.
- o INSPECTION PERSONNEL AT FIELD LEVELS-describe qualifications and organization.
- o ABATEMENT PROCEDURES AND RESPONSIBILITIES-document and describe implementation of requirements.
- o PROHIBITION OF ADVANCE NOTICE PROCEDURES-document and describe implementation of requirements.
- o IMMINENT DANGER PROCEDURES-document and describe implementation of requirements.

8. RECORDKEEPING AND REPORTING PROCEDURES

- o CAUSAL ANALYSIS OF CY 1977 INJURIES, ILLNESSES, AND ACCIDENTS-describe analysis and corrective actions taken.
- o FLOW OF INJURY, ILLNESS, ACCIDENT AND SERIOUS ACCIDENT REPORTS FROM FIELD TO SAFETY AND HEALTH OFFICIAL TO OSHA- document and describe implementation of requirements.
- o MAINTENANCE OF AND EMPLOYEE ACCESS TO INJURY, ILLNESS, AND ACCIDENT RECORDS AT FIELD LEVELS-document and describe implementation of requirements.

9. PROMOTIONAL AND INTERAGENCY ACTIVITIES

- o PROMOTIONAL TECHNIQUES USED TO INCREASE EMPLOYEE INTEREST AND PARTICIPATION-describe.

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- o FIELD FEDERAL SAFETY AND HEALTH COUNCILS-describe participation at field level.

10. INTER-AGENCY EVALUATION PROCEDURES

- o SELF-EVALUATION PLANS AND PROCEDURES-document and describe implementation of requirements.

ACHIEVEMENT OF PLANNED GOALS AND OBJECTIVES FOR CY 1977

- o Briefly, describe your agency's achievement of the planned goals and objectives set for 1977.

SUBMISSION OF PROGRAM DOCUMENTATION

- o Attach a copy of your official occupational safety and health order, directive, etc., which implements Section 19 of the Occupational Safety and Health Act of 1970, Executive Order 11807, and 29 CFR 1960. Do not attach exhibits demonstrating elements of your program, only enclose official program documentation. If your program documentation is unchanged from that reported last year, note by stating "Same as CY 1976." The program documentation on file may be updated by submitting any new changes over CY 1977.

PROGRAM FOR CALENDAR YEAR 1978

GOALS, OBJECTIVES, AND PLANNED ACTIVITIES FOR CY 1978

- o Describe your agency's goals and objectives for your program in CY 1978, including the planned activities involved in attaining these goals and objectives.

Attachment 1

Administration of Agency Occupational Safety and Health Program

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Agency Head Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Agency Designated  
Safety and Health  
Official Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone No. \_\_\_\_\_

Agency Safety  
and Health  
(Coordinator,  
Director, Chief,  
Manager, etc.) Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone No. \_\_\_\_\_

GS SERIES	GS GRADES													
	5-7		9-11		12		13		14		15		16	
	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU
SAFETY ENGINEER (803)														
SAFETY SPECIALIST (018)														
SAFETY TECHNICIAN (019)														
INDUSTRIAL HYGIENIST ( )														
FIRE PROTECTION ENGINEER (804)														
OTHER FULL-TIME (SPECIFY)														
TOTAL FULL-TIME														

HQ=HEADQUARTERS

FU=FIELD UNITS

NUMBER OF EMPLOYEES:

Headquarters \_\_\_\_\_

Field Units \_\_\_\_\_

Total \_\_\_\_\_

VACANCIES IN SAFETY AND HEALTH STAFFING:

Headquarters \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Field Units \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## ATTACHMENT 3

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SAFETY & HEALTH STAFFING OF FIELD UNITS

**DIRECTION :** List the agency field units and provide the requested information for each unit in the following table. Define organizationally the term "field unit" relative to the agency mission, size and organization. The table should include both full-time and collateral-duty safety and health personnel. For field units staffed with collateral-duty personnel the number of personnel and the total work (in man-years) spent on safety and health should be entered for each grade level. For example, a field unit with three GS-7 collateral-duty safety and health personnel, each devoting 40% of his work time on safety and health activities, would expend a total of 1.2 man-years for that grade on safety and health activities. This would be entered in the table as 3(1.2) in the CD column for the GS 5-8 grade level.

**DEFINITION OF FIELD UNIT:** \_\_\_\_\_

FIELD UNITS (NAME, ADDRESSES AND GRADE EMPLOYMENT)	UNIT OSH PERSONNEL* (GRADE LEVELS)															
	5-8		9-10		11		12		13		14		15		16	
	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD

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\* FT=FULL-TIME OSH PERSONNEL CD=COLLATERAL-DUTY OSH PERSONNEL

SAFETY AND HEALTH STAFFING OF FIELD UNITS

\* FULL-TIME OSH PERSONNEL CD-COLLATERAL-DUTY OSH PERSONNEL

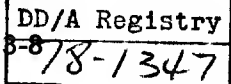
Approved For Release 2001/11/23 : CIA-RDP81-00142R000500090003-8

STATINTL

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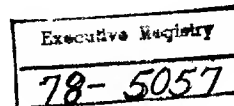
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U. S. DEPARTMENT OF LABOR  
OFFICE OF THE SECRETARY  
WASHINGTON

MAR 29 1978



Admiral Stansfield Turner  
Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Admiral Turner:

In accordance with Section 3(5) of Executive Order 11807, the Occupational Safety and Health Administration (OSHA) has completed the FY 1977 evaluation of the Central Intelligence Agency's (CIA) occupational safety and health program. A copy of the report is enclosed.

The evaluation revealed a number of areas where the CIA safety and health program falls short of the requirements of the Act to "establish and maintain an effective and comprehensive occupational safety and health program ...." Since the report specifies the findings and suggests corrective measures, I urge your consideration of each of the findings and recommendations contained in your report.

I realize that the evaluation covers a period of time prior to your assignment to the leadership of the Agency. However, I am sure that you will want to take steps to correct the problem areas identified and to provide a safe and healthful workplace for the employees of the CIA.

If you or your staff need advice and/or assistance in program development, please feel free to contact the OSHA Director of the Federal Agency Safety and Health Program Office, Mr. Gerald Scannell, on 653-5514.

I look forward to receiving your response to this report and your agenda for corrective action so that I may have it included in the report that I must make to the President in accordance with Section 3(5) of Executive Order 11807.

Sincerely,

*Ray Marshall*

Secretary of Labor

Enclosure

EVALUATION REPORT  
ON  
OCCUPATIONAL SAFETY AND HEALTH PROGRAMMING  
ESTABLISHED AND OPERATED  
BY THE  
CENTRAL INTELLIGENCE AGENCY

EVALUATION REVIEW  
CONDUCTED BY  
OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION  
OFFICE OF FEDERAL AGENCY SAFETY PROGRAMS  
JANUARY 6, 1977 - SEPTEMBER 15, 1977

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ENCLOSURE I: Occupational Safety and Health for the Federal Employee.

NOTE: This pamphlet contains the following key references:

Occupational Safety and Health Act of 1970, Section (19)

United States Code Title 5, Section 7902

President's Memorandum to Heads of Executive Departments and Agencies

Executive Order 11807, Occupational Safety and Health Programs for Federal Employees.

Title 29 Code of Federal Regulations Part 1960, Safety and Health Provisions for Federal Employees

#### PURPOSE

The purpose of this second evaluation was to:

1. Determine the progress made by the Central Intelligence Agency (CIA) to establish and operate an effective occupational safety and health program in accordance with the provisions of:
  - a. Section 19 of the Occupational Safety and Health Act.
  - b. Executive Order 11807 issued September 28, 1974.
  - c. 29 CFR 1960 - Safety and Health Provisions for Federal Employees, published October 9, 1974.
2. Consult with the Central Intelligence Agency's designated safety and health official regarding program element activities which appear to need improvement.

#### SCOPE OF REVIEW

The review was conducted at the Central Intelligence Agency's headquarters located in McLean, Va. and at other locations.

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SOURCE OF DATA AND EVALUATION PERSONNEL

1. Sources of Data

- a. Official agency documents, directives, manuals, etc.
- b. Statements by agency officials, supervisors, employees, and, where applicable, employee representatives.
- c. Surveys, at random, of operations and personal observations of selected work practices by evaluation personnel.

2. Evaluation Personnel

- a. This review was conducted by:  
Mr. Roland A. Tremblay, CIH, CSP, P.E. Senior Professional Evaluator.
- b. The conclusions and recommended actions are based on his professional judgement and, while in draft form, were discussed with responsible agency officials. A review and approval of the final report was made by Mr. Joseph M. Snow, CSP, P.E., Chief, Division of Agency Program Evaluation.



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EVALUATION CRITERIA

A ten element guide, designed to relate to the regulatory provisions of the documents contained in the report enclosure, was used to provide a basis for the evaluation review. The ten elements covered by the review guide include:

1. Employee Involvement
2. Executive Support and Duties
3. Safety and Health Staff and Functions
4. Operating Management and Supervisory Duties
5. Safety and Health Standards Adoption
6. Safety and Health Training Activities
7. Inspection and Hazard Abatement Procedures
8. Recordkeeping and Reporting Procedures
9. Promotional and Interagency Activities
10. Intra-agency Evaluation Procedures

SUMMARY STATEMENT

The Central Intelligence Agency's Occupational Safety and Health program for its Federal employees has undergone some changes but made little progress since the first evaluation. The primary reason appears to be the lack of support by the designated safety and health official. Although the designated safety and health official responded, for the agency, to the first evaluation performed by the U.S. Department of Labor, the response did not comply with the requirements of Executive Order 11807 and 29 CFR 1960. In fact, the agency interpreted the requirements of 29 CFR 1960 as being nonmandatory. This interpretation is contrary to the meaning of Executive Order 11807 Section 2 paragraph (7).

Efforts by both the Safety Director and the Chief of Clinical Division within the Medical Services Directorate (designated as responsible for the occupational health program) to initiate an industrial hygiene program have been frustrated by the lack of executive support. A staff of qualified industrial hygienist or even one industrial hygienist has yet to be hired. The safety and medical staff due to a lack of industrial hygiene resources has been able to give little attention to the potentially serious exposures to toxic substances.

It is believed that once the currently proposed single position for industrial hygiene is filled with a qualified industrial hygienist the results of that persons efforts will bring about a clearer understanding of the importance and need of this function. In view of the known hazardous conditions across a wide spectrum of employee exposures to occupationally related health hazards, it is difficult to understand the agency's reluctance to create an adequate industrial hygiene staff.

The continued organizational placement of the Safety Branch at a low level within the Directorate of Security will continue to have an adverse impact on the implementation of an effective occupational safety and health program within the CIA. An indication of the continued limitations this placement will have on the CIA safety and health program is best demonstrated by the replacement of the Chief of the Safety Branch since the last evaluation. Rather than selecting an experienced and qualified occupational safety and health professional as the new Chief of the Safety Branch, the individual selected (although extremely dedicated and energetic) is one with long term experience as a security specialist and to date has not been trained in the requirements of Executive Order 11807 and 29 CFR 1960.

PROGRAM ELEMENT CONCLUSIONS

1. Employee Involvement

As a result of the first evaluation the CIA did publish a separate regulation for the agency's safety and health program, however, no provisions were made for employee involvement including:

- a. A procedure meeting the requirements of 29 CFR 1960.31 for reports by employees of unsafe or unhealthful working conditions.
- b. Posting of "Notices of Unsafe or Unhealthful Working Conditions" as required by 29 CFR 1960.33.
- c. A procedure for adoption of agency standards in consultation with employees as per the OSHA Act section 19(a), Executive Order 11807 Section 2, paragraph (3) and 29 CFR 1960 Subpart E.
- d. Establishment of a safety and health committee with representation by employees as required by 29 CFR 1960.17.

During a walkaround of a field unit by the evaluator, there was no poster (furnished by the Department of Labor) to inform employees of the protections and obligations provided for in the Act, Executive Order 11807 and the CIA program. (Later information indicated there are posters located near groups of employees).

2. Executive Support and Duties

The major problem in implementing an effective CIA occupational

management to support the safety and health staff. The failure to support the safety staff is best indicated by the designated safety and health official's responses to the previous evaluation. Recommended Action No.3 stated "combine and reorganize the safety and health functions as a single unit reporting directly and exclusively to the Deputy Director for Administration and assign and hire qualified personnel..."

In response the agency has failed to:

- a. Combine the occupational safety and health/industrial hygiene staff.
- b. Assign a qualified safety director.
- c. Hire a qualified industrial hygienist.
- d. Have the occupational safety and health staff report directly and exclusively to the designated safety and health official as required by 29 CFR 1960.16(a).

The agency's director has not issued a policy statement to its employees that Central Intelligence Agency intends to carry out the provisions of Section 19 of the Act, Executive Order 11807, and 29 CFR 1960 as required by 29 CFR 1960.16(a).

There are also no provisions to establish priorities for effective and feasible corrective action of major safety and health problems.

### 3. Safety and Health Staff and Functions

Since the previous evaluation the agency has replaced the

safety and health staff with a new staff. The new staff has previous experience in occupational safety and health.

Despite the specific recommendation in the last evaluation that the CIA hire professional safety and industrial hygiene expertise, the agency has chosen to ignore this requirement of E.O. 11807 Section 2 paragraph (3) and 29 CFR 1960.16(a).

For almost two years the CIA Headquarters Safety Committee has been deliberating the necessity for an industrial hygienist within the agency despite the counsel and advice supplied by the first DOL-OSHA evaluation and the continued full support of both the safety and medical staffs. Several situations have required that the agency contract for industrial hygiene surveys. This is a "band aid" approach and points up the need to implement an effective occupational health program. The agency's dedicated and highly qualified medical staff is primarily oriented toward "nonoccupational" health and fully supports the need to establish a preventive medicine/occupational health program including the industrial hygiene aspects.

The organizational placement of the safety and health staff does not meet the requirements of 29 CFR 1960.16(a) in that the staff does not report directly and exclusively to the designated safety and health official. There are four levels of management between the designated safety and health official and the safety staff. The Chief of the Safety Branch reports to the Chief of Physical Security Division, then to the Deputy Director of Physical,

Technical and Overseas Security, then to the Director of Security who reports finally to the Deputy Director for Administration (the designated safety and health official).

On several occasions during the evaluation the inappropriateness of placing the safety staff within the security division was indicated. The safety personnel indicate involvement in matters that are more appropriate to security rather than occupational safety and health. These include:

- a. bomb disposal,
- b. letter bomb training,
- c. checking of CIA personnel for classified documents and other security type operations.

The need to implement an effective occupational safety and health program is being diluted by collateral duties imposed on the safety staff because of its placement within the security division.

The personnel within the Safety Branch have an ongoing training program for the Collateral Duty Safety Officers to aid in their development of their professional expertise and operation of the CIA safety program. This effort needs to be expanded and should also include training in all aspects of the Executive Order 11807, and 29 CFR 1960.

The Chief of the Safety Branch has recently begun the necessary budgeting process to expand the training, equipment and inspection support as required by 29 CFR 1960.16(c).

4. Operating Management and Supervisory Duties

As a result of a recommendation in the previous evaluation the agency has published an Occupational Safety and Health regulation with identifiable title and series number. Even though employees often telephone reports to the appropriate persons, a subpart of this regulation entitled "Investigation and Reporting" does not indicate any procedure for employees to file complaints regarding occupational safety and health problems nor does it require that an investigation of the employee's complaint be performed.

The ongoing training efforts by the Safety Branch have been directed towards the Collateral Duty Safety Officers while failing to inform managers and supervisors of their responsibilities.

Until the designated safety and health official demonstrates to his managers and supervisors his acceptance of the responsibilities outlined in Executive Order 11807 and 29 CFR 1960 the operating managers throughout CIA are not likely to accept their responsibilities for implementing an effective safety and health program. The current operating program places the day-to-day responsibilities for implementation of the program on the safety and health staffs and Collateral Duty Safety Officers rather than emphasizing responsibilities that supervisors must undertake in the total program.



Inspections being performed by CIA safety staff members and Collateral Duty Safety Officers are not meeting the requirements of 29 CFR 1960 Subpart D in that "Notice of Unsafe or Unhealthful Working Conditions" is not being posted, nor are annual inspections being performed, nor are employees participating in inspections, nor are hazardous conditions being corrected.

5. Safety and Health Standards Adoption

The CIA has adopted OSHA standards and any emergency temporary standards as they are promulgated. The agency has no procedure for adopting any additional or supplementary standards that the unique mission of the agency might dictate.

6. Safety and Health Training Activities

The agency has a program to train the personnel within the Security Branch and the Collateral Duty Safety Officers. This effort should be continued and upgraded since an inspection of an undisclosed warehouse has revealed a number of violations of the adopted OSHA standards which should have been observed by the Collateral Duty Safety Officer.

With the exception of junior staff members in the Safety Office the training program has failed to inform supervisors of their responsibilities under Executive Order 11807 and 29 CFR 1960. This omission is particularly deficient in that the senior safety staff and the medical staff lacked any knowledge about the requirements of 29 CFR 1960 and

in some cases were not even aware of the existence or the compulsory aspects of the guidelines which were mandated by the President.

Employees of the agency are briefed on the safety and health program during their indoctrination program, however, the failure by the agency to implement a procedure to report unsafe or unhealthful working conditions (other than telephone) severely limits the employees an opportunity to exercise their rights specified by 29 CFR 1960.31.

The training budget for the safety and health program is currently under revision and, if approved, should permit substantial improvement.

7. Inspection and Hazard Abatement Procedure

Periodic inspections are performed with a commercially prepared format listing OSHA standards that should be addressed. This format also suggests the use of a proposed abatement date. The CIA inspections have failed to post "Notices of Unsafe or Unhealthful Working Conditions" and implement an abatement date procedure required by 29 CFR 1960.33.

The agency's use of a blanket 30-day abatement period for all violations does not result in an effective program since many of the violations could be corrected in a much shorter period of time and those violations which need a longer abatement period are either ignored under the current procedure or lack documentation that the

corrected. The mission of this agency presents some unique problems in overseas locations, however, the failure of headquarters executive support appears to create some unnecessary delays in permitting inspections in overseas locations by the safety staff. For security reasons, advance notices of inspections is routinely given to officials in charge of an establishment, however, it would appear to the evaluator that offices located in the greater Washington, D.C. area should not receive advance notice since they know the members of the safety staff.

The Agency's inspection procedure makes no provisions for employee involvement and inspections made to date show no documentation of employee participation or employee consultation.

As part of the evaluation, a limited survey of various facilities was conducted. The following unsafe and unhealthful conditions were noted:

- a. lack of exit signs
- b. tripping hazard of wiring cords
- c. improper storage of flammable liquids
- d. improperly guarded fan
- e. fire extinguishers not mounted
- f. storage of materials in aisles thereby blocking exit in case of emergency
- g. missing midrail on stairs
- h. electrical disconnect switches not labeled

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- i. pressurized cylinder not tied down
- j. bench grinder without workrest
- k. paint-spray booth walls with combustible materials
- l. very poor housekeeping in a paint shop
- m. carbon tetrachloride used without determination of exposure level to employees
- n. failed to mark "Not an Exit" for blocked exterior door
- o. operation known to exceed noise standard not being considered for implementing feasible engineering controls
- p. employees not wearing furnished hearing protection when exposed to excessive noise.

From this limited survey it is apparent that the agency has made an inadequate effort to conduct safety and health inspections "by personnel with sufficient technical competence to recognize unsafe and unhealthful working conditions..." as per Executive Order 11807 Section 2.(3) and 29 CFR 1960 Subpart D.

8. Recordkeeping and Reporting Procedure

The agency has a highly effective recordkeeping and reporting procedure as it relates to employee injuries and illnesses. The data is well documented and available and includes causal factors and analyses of yearly summaries.

The data is submitted to the agency's designated safety and health official and the Agency's Director on an annual basis. Within security considerations the record-keeping complies with 29 CFR 1960 Subpart B.

9. Promotional and Interagency Activities

The promotion of the agency's occupational safety and health program has been limited by several constraints including:

- a. Security.
- b. Organizational placement of safety staff within the security division.
- c. Lack of executive support to the occupational safety and health program.
- d. Failure of safety staff to develop a promotional program relevant to CIA operations.

The promotional program inadequately informs employees of their rights in the occupational safety and health program as specified in Executive Order 11807 Section 2 paragraph (4) and 29 CFR 1960.18(a).

10. Intra-agency Evaluation Procedure

The Occupational Safety and Health Act section 19(a) states that it is "the responsibility of the head of each Federal agency to establish and maintain an effective and comprehensive occupational safety and health program..."

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Executive Order 11807 and 29 CFR 1960 also stipulate that the head of the agency is responsible for all aspects of the safety and health program.

The CIA safety and health program has not developed procedures to adequately inform the Director of CIA of the progress or lack thereof that the designated safety and health official and his safety staff have made since the promulgation of the OSHA act in 1970.

There are no agency procedures for evaluating the performance of the Collateral Duty Safety Officers. Currently their reports are forwarded to headquarters to resolve discrepancies found during an inspection. An inspection of an undisclosed location indicates that a substantial improvement in the Collateral Duty Safety Officer's inspections are needed and that a procedure to evaluate this program needs to be established.

RECOMMENDED ACTIONS

Based on discussion with management personnel and observations made during the evaluation visit the following actions are recommended:

1. Employee Involvement

STATINTL      Revise [REDACTED] CIA Safety and Health Program to include provisions for employee involvement at all levels of the program including the development and implementation of:

- a. procedures for reports by employees of unsafe or unhealthy working conditions.
- STATINTL      b. adopting of agency regulations or standards (such as revision to HR [REDACTED] in consultation with employees.
- c. posting of Notices of Unsafe or Unhealthy Working Conditions.
- d. safety and health committees at headquarters and subordinate levels.

2. Executive Support and Duties

- a. Issue a policy statement signed by the head of the agency indicating his support of the CIA Occupational Safety and Health program.
- b. Indicate executive support to the CIA's Occupational Safety and Health program by the designated safety and health official (the Deputy Director for Administration) by removing the safety staff from within the Security Division.
- c. Establish an antidiscrimination policy within CIA to assure that employees reporting unsafe or

unhealthful working conditions are not subjected to discrimination for their participation in the safety and health program as per 29 CFR 1960.19(d).

- d. Provide an adequate budget to implement a comprehensive occupational safety and health training program and the specialized field instrumentation for safety and industrial hygiene inspections.

3. Safety and Health Staff and Functions

- a. Combine and reorganize the occupational safety and health/industrial hygiene functions as a single unit reporting directly and exclusively to the Deputy Director for Administration as required by 29 CFR 1960.16(a).
- b. Assign or hire qualified personnel who can provide the following:
  1. Professional "Safety" expertise to assist in program development and administration.
  2. Professional "Industrial Hygiene" expertise to assist in recognition and abatement of hazardous exposures.
  3. Professional "Health Physics" expertise due to unique mission of this agency.
- c. Discontinue current practice of using safety personnel for security duties.
- d. Evaluate the necessity for more than one industrial hygienist as currently proposed by CIA.



4. Operating Management and Supervisory Duties

- a. Inform managers and supervisors of their responsibilities in the CIA safety and health program.
- b. Adopt procedures to insure that managers and supervisors implement the necessary corrective actions of violations identified by safety and industrial hygiene inspections.
- c. Assure that managers and supervisors post notices of unsafe or unhealthful working conditions.

5. Safety and Health Standards Adoption

Provide procedures for adoption of agency safety and health standards that supplement the OSHA standards and are unique to this agency due to its mission.

6. Safety and Health Training Activities

- a. Provide training to senior members of both the safety and medical services staff to familiarize them with the requirements of Executive Order 11807 and 29 CFR 1960.
- b. Increase scope of current training program to include supervisors and managers and their responsibilities under E.O. 11807 and 29 CFR 1960.
- c. Increase and upgrade the training program for Collateral Duty Safety Officers to enable them to recognize hazards within their workplaces.
- d. Increase training opportunities for the professional development of the safety and industrial hygiene staff.
- e. Inform employees during their indoctrination and other meetings of the procedure to report unsafe or unhealthful